



FY02 State Domestic Preparedness Program

Grant Guide for Local Governments

Gray Davis
Governor

Dallas Jones
Director
Governor's Office of Emergency Services

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Foreword

Director's Message to Local Governments

The United States Department of Justice (DOJ), Office of Justice Programs' (OJP), Office for Domestic Preparedness (ODP) is now providing funds under the Federal Fiscal Year (FY) 2002 State Domestic Preparedness Grant Program. These funds are for states, like California, that have OJP approved domestic preparedness strategies. The Governor's Office of Emergency Services (OES) submitted California's application for these funds and recently received approval to begin distributing the FY 2002 funding.

The FY 2002 State Domestic Preparedness Grant Program includes separate allocations for both equipment and exercises. The grant now includes funding for:

- Planning, conducting and evaluating Weapons of Mass Destruction-related exercises;
- Purchasing equipment designed to protect critical infrastructure from terrorist attacks;
- Purchasing advanced levels of responder equipment; and,
- Spending up to two and one half percent of the total grant allocation for administrative costs associated with implementing the grant.

These grant funds must be used to purchase approved equipment and services that will enhance the State and local jurisdictions' ability to plan and respond to acts of terrorism involving chemical and biological agents, as well as radiological, nuclear, and explosive devices.

Please note that while DOJ has approved California's FY 2002 application, the grant award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, and federal audit to ensure the funds were appropriately utilized.

To distribute the FY 2002 funds quickly, OES is releasing the following *Grant Guide for Local Governments* to fully explain the grant and associated requirements. The *Guide* will also assist local jurisdictions with completing the application package.

I look forward to working with you on this grant. Through our combined efforts, the State of California and local emergency response agencies will be better prepared to respond to any event.

DALLAS JONES
Director

Part One - Grant Overview

Background

The U.S. Department of Justice (DOJ), through the Office of the Assistant Attorney General, Office of Domestic Preparedness (ODP) is providing additional financial assistance directly to each of the nation's states and territories through the Fiscal Year 2002 (FY02) State Domestic Preparedness Program. This financial assistance is being provided for the purchase of specialized equipment to enhance the capability of state and local agencies to respond to incidents of terrorism involving the use of weapons of mass destruction (WMD); for the protection of critical infrastructure; for costs related to the design, development, conduct and evaluation of WMD exercises; and for administrative costs associated with the implementation of this program.

Purpose

The FY02 State Domestic Preparedness Program seeks to build on progress made in the last three years towards enhancing the capabilities of state and local first responders by allowing for the purchase of more advanced levels of responder equipment than were previously available in the FY99 and current FY01 (combined 2000/2001) grants. In addition, FY02 funds are available for WMD exercises.

ODP also recognizes that implementing this program is not without cost. To assist with this process, ***2.5 percent of the total funds awarded for equipment purchases and exercises, may be used for administrative costs.*** The administrative funds are not a separate allocation. Any funds used for administrative purposes will reduce funds available for equipment and/or exercises.

FY01 and FY02 Grant Differences

OAs will note some major differences between the FY01 and FY02 ODP grants. Specifically:

- an expanded list of eligible equipment (from four categories in FY01 to nine categories in FY02)
 - funding for WMD exercises (on a reimbursement basis)
 - funding for administrative costs (on a reimbursement basis)
-

Eligible Jurisdictions

For this grant, as with FY01, only OAs are eligible to apply. OAs will coordinate with their cities and special districts to either (1) purchase equipment and conduct exercises; or (2) allocate funds to the cities and special districts directly. All activities funded by this program must benefit the OA as a whole.

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Part One - Grant Overview, Continued

Performance Period	The performance period for the OA starts on the date of the subgrant award and will end on March 31, 2004.
Matching Requirements	There are no cost-share or match requirements associated with this funding. <i>This program is 100 percent federally funded.</i>
Allocation - Overview	<p>ODP allocated funds to states by giving each state a base amount of 0.75 percent of the total allocation for the states (including the District of Columbia and the Commonwealth of Puerto Rico) and 0.25 percent of the total allocation for the United States territories, with the balance of funds being distributed on a population share basis. Population figures were determined using the 2000 U.S. Bureau of Census data.</p> <p>California is receiving \$23,730,000 in Equipment Acquisition funds, and \$1,101,000 in Exercise funds, for a total of \$24,831,000 for FY02. The state is allocating FY02 ODP funds in accordance with the original Three-Year Domestic Preparedness Strategy, which was based upon the assessment data identifying local communities with the greatest need.</p> <p>Of these combined funds, a maximum of 2.5 percent of the OAs total allocation may be used to pay for administrative costs associated with implementing this Program. OAs cannot use equipment allocations to fund WMD exercises, nor use exercise allocations to fund equipment purchases; however, the OA may fund <i>administrative</i> expenditures for either purpose out of either allocation.</p> <p>Following is the methodology used to allocate funds to subgrantees. Funding allocations can be found in Appendix A.</p>
Allocation - Equipment	<p>The FY02 State Domestic Preparedness Program is primarily intended to enhance the ability of first responders to react to incidents of domestic terrorism at the local level. OES will subgrant to OAs 80 percent of the equipment allocation received by the state. The state will retain the remaining equipment funds for use by first responder state agencies.</p> <p>Each OA will receive a base amount of \$120,000 with the remainder of the equipment funding allocated on a population share basis. The population figures were obtained from the Department of Finance's E-1 Report, "City/County Population Estimates with Annual Percent Change, January 1, 2001 and 2002". The OA funding allocations can be found in Appendix A.</p>

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Part One - Grant Overview, Continued

**Allocation -
Exercises**

Each OA will receive a base amount of \$4,000, with the remainder allocated on a population share basis using the same proportion that was used to allocate the Equipment funding. The state will retain \$120,000 of the \$1,101,000 for state and mutual aid region exercises.

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Part One - Grant Overview, Continued

Equipment Expenditures

Authorized

The funds from the equipment allocation may be used to enhance the capabilities of state and local responders through the acquisition of:

- personal protective equipment
- explosive device mitigation and remediation equipment
- WMD technical rescue equipment
- interoperable communications equipment
- detection equipment
- decontamination equipment
- physical security enhancement equipment
- general support equipment
- medical supplies and limited types of pharmaceuticals

FY02 funds may be used to acquire advanced levels of responder equipment within the categories listed above, including bomb mitigation and remediation gear, remote sensing devices and mass casualty decontamination equipment. Appendix B, “FY02 Authorized Equipment Purchases and Price List”, contains a complete list of authorized equipment, that may be purchased with the equipment allocation. The Appendix also contains sample prices that can be used to estimate the equipment costs.

The listed equipment is intended to:

- enhance first responder capabilities in the areas of fire, emergency medical services, hazardous materials, law enforcement, public works, public health and emergency management at both the state and local levels of government, and,
- protect critical infrastructure from terrorist attack.

All equipment acquired under this grant program must be made available for mutual aid, as set forth in the “Governing Body Resolution” that the OA signed and returned as part of the FY01 application.

Unauthorized

The following types of expenditures for equipment are not allowable:

- vehicles
- general-use computers and related equipment
- arms and ammunition
- land acquisition
- items procured outside the grant award period

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Part One - Grant Overview, Continued

Exercise Expenditures

Authorized

Funds from the exercise allocation may be used to cover the costs of WMD exercises. Allowable exercise costs include:

- hiring full or part-time staff or contractors/consultants to support exercise activities
- overtime for first responder or exercise management personnel involved in the planning and conducting of exercises
- travel associated with planning and conducting exercises
- supplies consumed during the course of planning and conducting exercises
- other costs related to the planning and conducting of exercise activities

Appendix C, “Authorized Exercise List and Additional Exercise Program Information”, contains a complete description of allowable exercise-related activities.

Unauthorized

Exercise funds may not be used for the following:

- first responder equipment
- land acquisition
- activities unrelated to WMD exercises
- costs incurred outside the grant award period

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Part One - Grant Overview, Continued

Administrative Expenditures

Authorized

Funds allocated to both the Equipment and Exercise allocations, may be used to pay for activities associated with implementing and managing equipment acquisitions and WMD exercises.

Allowable administrative expenditures include:

- regular time and overtime for full or part-time staff
- cost of contractors and/or consultants
- office equipment
- meetings-related expenses

Unauthorized

Administrative funds may not be used for land acquisition, or costs incurred, or items procured, outside the grant award period.

In addition, the amount of funding used for administrative purposes may not exceed 2.5 percent of the OA's combined allocations for equipment and exercises.

OA Responsibilities

The OA's responsibilities are:

1. Coordinate with their jurisdictions and disciplines to compile the equipment, exercise and administrative requests into a single grant application package to be submitted to the OES.
 2. Work closely with the OES Regional Coordinator to ensure timely submittal of the application package.
-

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Part One - Grant Overview, Continued

OA Responsibilities (continued)

3. Utilize the data gathered in the previously completed ODP Needs Assessment, and consider the following points to prioritize equipment, exercise and administrative needs:
 - a. Analyze current equipment availability and prioritize the shortfalls that need to be met with this and future equipment purchases.
 - b. Determine the equipment distribution that will promote multi-jurisdictional capability and closing gaps in existing capabilities.
 - c. Consider that staff must be trained to operate and maintain the equipment.
 - d. Analyze current capabilities and determine the type and number of exercises needed to increase the OA's capability to respond to WMD events.
 - e. Determine how much of the total equipment and exercises allocation will be used for administrative costs and reduce the amount available for exercises and purchasing equipment accordingly.
4. Maintain a reasonable condition of readiness for equipment and personnel to respond to a terrorist incident.
5. Continue to comply with all assurances and certifications contained in the Grant Assurances submitted with the FY01 application.
6. If required, submit an Equal Employment Opportunity Plan (EEOP) to the DOJ Office of Civil Rights (OCR) in accordance with the OCR letter dated July 29, 2002 (Appendix E), with a copy of the cover letter to OES. OAs are also responsible for ensuring that any jurisdiction receiving funds from the OA must also comply with EEOP requirements.
7. Maintain an equipment tracking system that includes the components identified in Title 28, Code of Federal Regulations (CFR), Parts 66.32 and 66.33, and DOJ Financial Guide Part III, Chapter 6.
8. Prepare quarterly progress reports for the duration of the grant period. Further reporting details are included in Part Three – The Performance Period, under “Quarterly Progress Reports”.

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Part One - Grant Overview, Continued

OA Responsibilities (continued)

9. Maintain financial management systems that support grant activities in accordance with 28 CFR Part 66.20, and DOJ Financial Guide, Part II, Chapter 3.
10. If changes are required after the initial grant approval, submit revision requests to OES *prior* to initiating the revised exercise, equipment or administrative expenditures. Further details are included in Part Three, Revision Requests, of this Guide.
11. When all grant activities are completed, the OA will notify OES, in writing, within 30 days and request grant closeout.
12. Submit Final Grant Report and remit unexpended grant funds.
13. Maintain property, programmatic and financial records in accordance with the grant record retention requirements. Further details are contained in Part Three - The Performance Period, of this Guide.
14. Ensure that grant recipients comply with the audit requirements contained in Office of Management and Budget (OMB) Circular A-133, and Title 28 Code of Federal Regulations, Part 66.26.

Applicable Laws, Regulations, and Guidance Documents

OES encourages the OAs to ensure local and internal departments are aware of the following laws, regulations and guidance documents that apply to this grant:

- U.S. Patriot Act of 2001, P.L. 107-56
- Office of Management and Budget (OMB) Circulars A-87, A-102, A-133 (www.whitehouse.gov/OMB/grants/index.html)
- Title 28, Code of Federal Regulations (CFR) (www.access.gpo.gov/nara/cfr/cfrhtml_00/title28/28tab_00.html)
- DOJ OJP Office of the Comptroller, *Financial Guide* (www.ojp.usdoj.gov/oc)
- DOJ, Office of State and Local Domestic Preparedness Support, *Fiscal Year 2002 State Domestic Preparedness Equipment Program, Program Guidelines and Application Kit* (www.ojp.usdoj.gov/fundopps.htm)
- DOJ Office for Civil Rights (www.ojp.usdoj.gov/ocr)
- OES Grant Guide for Local Government (www.oes.ca.gov)

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Part One - Grant Overview, Continued

Contact Information

OES understands that OAs have limited time and resources available to apply for this grant. In order to facilitate this process, the following OES staff are available to provide assistance.

Questions Regarding Exercise Funding should be directed to:

California Specialized Training Institute
Director
Post Office Box 8123
San Luis Obispo, CA 93403-8123
(805) 549-3533

All other Questions, contact the appropriate OES Regional Office

Southern Region

Region Administrator
4671 Liberty Avenue, Bldg. 283
Los Alamitos, CA 90720-5158
(562) 795-2900

Coastal Region

Region Administrator
1300 Clay St.
Oakland, CA 94612
(510) 286-0895

Inland Region

Region Administrator
P. O. Box 419047
Rancho Cordova, CA 95741-9047
(916) 845-8470

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Part One - Grant Overview, Continued

Grant Timelines

The Grant timelines are:

Due Date	Activity
May 16, 2003	Submit the completed application to appropriate OES Region.
60 days from date on OES application approval letter	<ul style="list-style-type: none">• Submit Equal Employment Opportunity Plan, if required, to the Department of Justice, Office of Civil Rights, with a copy of cover letter to OES.• Place order for equipment purchases authorized under the grant.
July 15*	For the duration of the grant period or until all grant activities are completed and the grant is formally closed, a performance report is due to OES by <u>July 15</u> for the period covering <u>April 1 through June 30</u> (or any partial portion of this period).
October 15*	For the duration of the grant period or until all grant activities are completed and the grant is formally closed, a performance report is due to OES by <u>October 15</u> for the period covering <u>July 1 through September 30</u> (or any partial portion of this period).
January 15*	For the duration of the grant period or until all grant activities are completed and the grant is formally closed, a performance report is due to OES by <u>January 15</u> for the period covering <u>October 1 through December 31</u> (or any partial portion of this period).
March 31, 2004	All grant activities are completed and paid for and the Final Grant Report submitted to OES.

* OES will distribute a quarterly report template, with instructions, to each OA prior to the deadline for any required quarterly report.

Part Two - Application Requirements and Process

Application Components

The application must include the following documents:

- Application for Assistance
- Program Narrative and Budget Detail Worksheet - Equipment
- Program Narrative and Budget Detail Worksheet - Exercises
- Governing Body Resolution (if needed)

These forms can be found in Appendix D.

Application for Assistance

To complete the application for assistance:

- fill in all the information requested
 - use the checklist to ensure that the application package is complete
 - sign and return to the appropriate OES Regional office for review and approval
-

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Part Two - Application Requirements and Process, Continued

Program Narrative and Budget Detail Worksheet - Equipment

Using the Program Narrative - Equipment, provided in Appendix D, describe the OA's equipment needs and how this grant can increase the OA's capability to respond to a terrorist incident. The narrative must include:

- Problem Statement
- Priorities
- Overview of Jurisdiction's Capability
- Equipment Procurement & Distribution Plan
- Measurable Program Objectives

Using the Budget Detail Worksheet - Equipment, provided in Appendix D list all equipment to be purchased with the FY02 funding, including the following information for each piece of listed equipment:

- Purchasing Jurisdiction
- Receiving Jurisdiction
- Discipline - Fire, Haz Mat, Law, etc
- Item number (from equipment list in Appendix B)
- Category - PPE, Detection, Decontamination, Communication, etc.
- Equipment Description
- Quantity to be purchased
- Unit Price, Tax, Shipping/Handling (these items must be separately identified)

While the FY02 program does not require matching funds, the Budget Detail Worksheet - Equipment contains an "optional" column that OAs may use to indicate FY02 equipment purchases which will be supplemented with other funding sources.

NOTE: The allocation amount available for equipment purchases or exercises must be reduced by the amount the OA elects to use for administrative costs.

Some local government agencies contract with private entities to perform certain services on their behalf. Two examples of such arrangements are: provision of emergency medical services and fire protection services. In these circumstances, it is permissible for a government entity to include requests for equipment that may be used by, or assigned to, such contractors. It must be certified however, that the equipment purchased through funds awarded through this grant remains the property of, and must be returned to, the OA. In all such cases, the OA remains responsible for the equipment purchased and must ensure that such equipment is available for audit or inspection purposes.

Consult the Authorized Equipment Purchase List in Appendix B for eligible equipment; only equipment identified on this list is eligible for procurement under this program.

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Part Two - Application Requirements and Process, Continued

Program Narrative and Budget Detail Worksheet - Exercises

Using the Program Narrative - Exercises, provided in Appendix C, describe the OA's exercise needs and how this grant can increase the OA's capability to respond to a terrorist incident. The narrative must include:

- Problem Statement
- Priorities
- Overview of Jurisdiction's Capability
- Measurable Program Objectives

Using the Budget Detail Worksheet - Exercises, provided in Appendix D, list exercise-related costs, including:

- Full- and part-time personnel
- Contractors/consultants
- Overtime
- Travel
- Supplies
- Other exercise-related costs

While the FY02 program does not require matching funds, the Budget Detail Worksheet - Exercise contains an "optional" column that OAs may use to indicate FY02 exercise costs which will be supplemented with other funding sources.

NOTE: The allocation amount available for equipment purchases or exercises must be reduced by the amount the OA elects to use for administrative costs.

Consult the Authorized Exercise List and Additional Exercise Program Information in Appendix C for eligible exercise-related activities and additional information.

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Part Two - Application Requirements and Process, Continued

Governing Body Resolution

The Governing Body Resolution appoints agents authorized to execute any actions necessary under this grant. OAs were required to file a Governing Body Resolution with the ODP FY01 application. OAs will not be required to file a new Governing Body Resolution with the ODP FY02 application unless:

- new agents need to be appointed
- previously appointed agents need to be removed
- the FY01 Resolution was restricted to FY01 activities

See Appendix D for Governing Body Resolution.

Application Due Date

OA applications are due to OES Region by May 16, 2003. Incomplete applications will not be approved.

Request for Application Time Extension

Requests for time extensions may be considered on a case-by-case basis and must be submitted, in writing, to the appropriate OES Region Administrator no later than five (5) working days prior to the application due date. The Request must include a justification for the extension and the anticipated date of application submittal.

Application Assistance

The OES Region will work closely with the OA throughout the application process. The OES Region will ensure the application meets basic program criteria as outlined within this Guide.

Part Three - Performance Period

OES Approval of Application

OES will notify the OA, in writing, of the approved application, award amount and grant award period.

Payment of Equipment Allocation

The application will function as the OA's request for equipment funds, thereby allowing distribution of those funds within 30 days of application approval.

OAs are advised that interest earnings on federal funds must be remitted back in accordance with Part Three, Interest Earnings, of this Guide.

Time Expectations for Equipment Orders

OAs must minimize the time between receipt and disbursement of equipment funds. OES expects OAs to place equipment orders no later than 60 days from the receipt of OES' notification of application approval. If OAs cannot meet this expectation, the delay must be identified and explained in the OA's first quarterly report.

Reimbursement of Exercise and Administrative Expenditures

Exercise and Administrative funds will be disbursed on a reimbursement basis using the Reimbursement Request form included in Appendix D. Reimbursement requests can be submitted no more frequently than monthly to OES' Grant Payments Unit.

Revision Requests

All changes to the OA's approved Program Narratives and Budget Detail Worksheets, must be requested in writing and approved by OES, ***prior*** to initiating the revised scope of work or expenditures. These changes can be requested as part of the Quarterly Report process. However, OAs are not precluded from submitting revision requests directly to the OES Regional Office at any time.

Failure to submit revision requests and receive OES approval prior to expenditure, could result in a reduction or disallowance of that part of the grant.

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Part Three - Performance Period, Continued

Quarterly Progress Reports

OAs must prepare and submit quarterly progress reports to OES for the duration of the grant period, or until all grant activities are completed and the grant is formally closed. The reports must include the status of all activities. The reports are due to OES as follows:

- Performance Period April 1 through June 30 – due **by July 15**
- Performance Period July 1 through September 30 – due **by October 15**
- Performance Period October 1 through December 31 – due **by January 15**

A quarterly report template, with instructions, will be distributed under separate cover prior to the deadline for the first report. Failure to submit quarterly reports could result in grant reduction, termination or suspension.

Interest Earnings

In accordance with Title 28, Code of Federal Regulations, Part 66.21, and DOJ Financial Guide, Part III, Chapter 1, any interest earned, in excess of \$100 per federal fiscal year, must be remitted quarterly to:

United States Department of Health and Human Services
Division of Payment Management Services
P.O. Box 6021
Rockville, MD 20852

NOTE: The transmittal letter included with the check should indicate that the OA is returning interest earned on ODP 02 Grant Funds.

A copy of the transmittal letter should be sent to:

Governor's Office of Emergency Services
Attn: Accounting Office/Federal Unit
P.O. Box 419047
Rancho Cordova, CA 95742-9047

Additionally, interest earnings must be reported on the quarterly report the OA submits to OES.

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Part Three - Performance Period, Continued

Procurement Requirements

OES encourages OAs to begin procuring equipment as soon as possible after receiving notification of application approval. All OAs must follow their own procurement requirements as long as they meet the federal requirements at a minimum. Federal procurement requirements for this grant can be found in:

- OMB Circular A-102
- Title 28, CFR, Part 66.36
- DOJ Financial Guide, Part III, Chapter 10

OES Monitoring

OES may perform periodic reviews of the OA's grant performance. These reviews may include, but are not limited to:

- comparing actual grant activities to those approved on the Program Narratives and Budget Detail Worksheets
- confirming compliance with Grant Assurances
- confirming information provided on the quarterly reports and/or final reports

Record Retention Requirements

Record retention requirements differ for property records vs. all other grant records. Refer to the following for specific requirements:

- Title 28, CFR, Part 66.42
- DOJ Financial Guide, Part III, Chapters 6 and 12

In the Grant Closeout letter, OES will notify the OA of the start of the record retention period for programmatic and financial records.

Accessibility of Records

The awarding agency, the DOJ Office of Inspector General, the Comptroller General of the United States, OES, and any of their authorized representatives, shall have the right of access to any books, documents, papers, or other records which are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts. The right of access is not limited to the required retention period but shall last as long as the records are retained. Refer to 28 CFR 66.42 and DOJ Financial Guide, Part III, Chapter 12.

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Part Three - Performance Period, Continued

Termination & Suspension

Funding may be suspended or terminated, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to comply substantially with the requirements or statutory objectives of the Violent Crime Control and Law Enforcement Act of 1994, program guidelines issued there under, or other provisions of federal law.
- Failing to make satisfactory progress toward the goals or strategies set forth in the application, including, but not limited to, initiating the purchase process within 60 days.
- Failing to follow subgrant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been approved for funding.
- Filing a false certification in this application.
- Failing to submit required reports.

Before taking action, OES will provide the OA reasonable notice of intent to impose measures and will make efforts to resolve the problem informally. If the action cannot be informally resolved, and OES suspends or terminates the funding, the OA may submit a formal appeal to the OES Director within 30 days of notification.

Part Four - Grant Closeout Process

Final Grant Report

When the OA has completed and paid for all approved grant activities, the OA must notify OES in writing, that the grant is ready for closeout. The notification must be submitted within 30 days of activity completion, but no later than the end of the Performance Period. Upon receipt of the OA's notification, OES will send the OA a Final Grant Report template with instructions.

OES Closeout Review and Notification

OES will review the OA's Final Grant Report for compliance with all grant conditions. Once compliance has been verified, OES will notify the OA of the grant closure and record retention requirements.

Financial Reconciliation of Final Grant Report

If the Final Grant Report indicates that the OA:

- is owed additional funds, OES will send the final payment automatically to the OA.
 - did not use all funds received, OES will issue an Invoice to recover unused funds.
-

Audit Requirements

OAs, and their recipients, must comply with the audit requirements contained in OMB Circular A-133 and Title 28, CFR, Part 66.26.

Part Five - Appendices

Appendix A - Operational Area Allocations

	Equipment Allocations				Exercise Allocations			Total Allocations	
	1/1/02 Population	Base Amount	Per Capita Amount	Total FY 02 Equipment Allocation	Base Amount	Per Capita Amount	Total FY 02 Exercise Allocation	Total Equipment & Exercise Allocation	Max Amt of Allocations that can be used for Admin ¹
Alameda	1,486,550	\$120,000	\$510,173	\$630,173	\$4,000	\$31,780	\$35,780	\$665,952	\$16,649
Alpine	1,210	\$120,000	\$415	\$120,415	\$4,000	\$26	\$4,026	\$124,441	\$3,111
Amador	36,140	\$120,000	\$12,403	\$132,403	\$4,000	\$773	\$4,773	\$137,176	\$3,429
Butte	207,075	\$120,000	\$71,067	\$191,067	\$4,000	\$4,427	\$8,427	\$199,493	\$4,987
Calaveras	41,680	\$120,000	\$14,304	\$134,304	\$4,000	\$891	\$4,891	\$139,195	\$3,480
Colusa	19,440	\$120,000	\$6,672	\$126,672	\$4,000	\$416	\$4,416	\$131,087	\$3,277
Contra Costa	981,550	\$120,000	\$336,860	\$456,860	\$4,000	\$20,984	\$24,984	\$481,844	\$12,046
Del Norte	27,850	\$120,000	\$9,558	\$129,558	\$4,000	\$595	\$4,595	\$134,153	\$3,354
El Dorado	163,600	\$120,000	\$56,146	\$176,146	\$4,000	\$3,497	\$7,497	\$183,644	\$4,591
Fresno	826,560	\$120,000	\$283,669	\$403,669	\$4,000	\$17,670	\$21,670	\$425,339	\$10,633
Glenn	26,825	\$120,000	\$9,206	\$129,206	\$4,000	\$573	\$4,573	\$133,780	\$3,344
Humboldt	127,690	\$120,000	\$43,822	\$163,822	\$4,000	\$2,730	\$6,730	\$170,552	\$4,264
Imperial	150,740	\$120,000	\$51,733	\$171,733	\$4,000	\$3,223	\$7,223	\$178,955	\$4,474
Inyo	18,230	\$120,000	\$6,256	\$126,256	\$4,000	\$390	\$4,390	\$130,646	\$3,266
Kern	687,555	\$120,000	\$235,964	\$355,964	\$4,000	\$14,699	\$18,699	\$374,662	\$9,367
Kings	133,150	\$120,000	\$45,696	\$165,696	\$4,000	\$2,847	\$6,847	\$172,543	\$4,314
Lake	60,350	\$120,000	\$20,712	\$140,712	\$4,000	\$1,290	\$5,290	\$146,002	\$3,650
Lassen	34,200	\$120,000	\$11,737	\$131,737	\$4,000	\$731	\$4,731	\$136,468	\$3,412
Los Angeles	9,825,045	\$120,000	\$3,371,880	\$3,491,880	\$4,000	\$210,041	\$214,041	\$3,705,921	\$92,648
Madera	129,700	\$120,000	\$44,512	\$164,512	\$4,000	\$2,773	\$6,773	\$171,285	\$4,282
Marin	249,950	\$120,000	\$85,781	\$205,781	\$4,000	\$5,343	\$9,343	\$215,124	\$5,378
Mariposa	17,250	\$120,000	\$5,920	\$125,920	\$4,000	\$369	\$4,369	\$130,289	\$3,257
Mendocino	87,780	\$120,000	\$30,125	\$150,125	\$4,000	\$1,877	\$5,877	\$156,002	\$3,900
Merced	218,900	\$120,000	\$75,125	\$195,125	\$4,000	\$4,680	\$8,680	\$203,804	\$5,095
Modoc	9,340	\$120,000	\$3,205	\$123,205	\$4,000	\$200	\$4,200	\$127,405	\$3,185
Mono	13,275	\$120,000	\$4,556	\$124,556	\$4,000	\$284	\$4,284	\$128,840	\$3,221
Monterey	409,650	\$120,000	\$140,589	\$260,589	\$4,000	\$8,758	\$12,758	\$273,346	\$6,834
Napa	128,000	\$120,000	\$43,929	\$163,929	\$4,000	\$2,736	\$6,736	\$170,665	\$4,267
Nevada	95,300	\$120,000	\$32,706	\$152,706	\$4,000	\$2,037	\$6,037	\$158,744	\$3,969
Orange	2,939,525	\$120,000	\$1,008,822	\$1,128,822	\$4,000	\$62,842	\$66,842	\$1,195,664	\$29,892
Placer	264,900	\$120,000	\$90,912	\$210,912	\$4,000	\$5,663	\$9,663	\$220,575	\$5,514
Plumas	21,010	\$120,000	\$7,210	\$127,210	\$4,000	\$449	\$4,449	\$131,660	\$3,291
Riverside	1,644,275	\$120,000	\$564,303	\$684,303	\$4,000	\$35,152	\$39,152	\$723,454	\$18,086

	Equipment Allocations				Exercise Allocations			Total Allocations	
	1/1/02 Population	Base Amount	Per Capita Amount	Total FY 02 Equipment Allocation	Base Amount	Per Capita Amount	Total FY 02 Exercise Allocation	Total Equipment & Exercise Allocation	Max Amt of Allocations that can be used for Admin ¹
Sacramento	1,280,040	\$120,000	\$439,300	\$559,300	\$4,000	\$27,365	\$31,365	\$590,665	\$14,767
San Benito	55,950	\$120,000	\$19,202	\$139,202	\$4,000	\$1,196	\$5,196	\$144,398	\$3,610
San Bernardino	1,783,675	\$120,000	\$612,144	\$732,144	\$4,000	\$38,132	\$42,132	\$774,275	\$19,357
San Diego	2,918,250	\$120,000	\$1,001,521	\$1,121,521	\$4,000	\$62,387	\$66,387	\$1,187,908	\$29,698
San Francisco	793,600	\$120,000	\$272,357	\$392,357	\$4,000	\$16,966	\$20,966	\$413,323	\$10,333
San Joaquin	595,900	\$120,000	\$204,508	\$324,508	\$4,000	\$12,739	\$16,739	\$341,248	\$8,531
San Luis Obispo	253,575	\$120,000	\$87,025	\$207,025	\$4,000	\$5,421	\$9,421	\$216,446	\$5,411
San Mateo	715,055	\$120,000	\$245,401	\$365,401	\$4,000	\$15,287	\$19,287	\$384,688	\$9,617
Santa Barbara	407,830	\$120,000	\$139,964	\$259,964	\$4,000	\$8,719	\$12,719	\$272,683	\$6,817
Santa Clara	1,719,620	\$120,000	\$590,160	\$710,160	\$4,000	\$36,762	\$40,762	\$750,923	\$18,773
Santa Cruz	260,200	\$120,000	\$89,299	\$209,299	\$4,000	\$5,563	\$9,563	\$218,861	\$5,472
Shasta	169,225	\$120,000	\$58,077	\$178,077	\$4,000	\$3,618	\$7,618	\$185,694	\$4,642
Sierra	3,510	\$120,000	\$1,205	\$121,205	\$4,000	\$75	\$4,075	\$125,280	\$3,132
Siskiyou	44,450	\$120,000	\$15,255	\$135,255	\$4,000	\$950	\$4,950	\$140,205	\$3,505
Solano	405,850	\$120,000	\$139,285	\$259,285	\$4,000	\$8,676	\$12,676	\$271,961	\$6,799
Sonoma	470,975	\$120,000	\$161,635	\$281,635	\$4,000	\$10,069	\$14,069	\$295,704	\$7,393
Stanislaus	469,555	\$120,000	\$161,148	\$281,148	\$4,000	\$10,038	\$14,038	\$295,186	\$7,380
Sutter	81,850	\$120,000	\$28,090	\$148,090	\$4,000	\$1,750	\$5,750	\$153,840	\$3,846
Tehama	56,905	\$120,000	\$19,529	\$139,529	\$4,000	\$1,217	\$5,217	\$144,746	\$3,619
Trinity	13,100	\$120,000	\$4,496	\$124,496	\$4,000	\$280	\$4,280	\$128,776	\$3,219
Tulare	379,225	\$120,000	\$130,147	\$250,147	\$4,000	\$8,107	\$12,107	\$262,254	\$6,556
Tuolumne	55,740	\$120,000	\$19,130	\$139,130	\$4,000	\$1,192	\$5,192	\$144,321	\$3,608
Ventura	780,075	\$120,000	\$267,716	\$387,716	\$4,000	\$16,677	\$20,677	\$408,392	\$10,210
Yolo	176,300	\$120,000	\$60,505	\$180,505	\$4,000	\$3,769	\$7,769	\$188,274	\$4,707
Yuba	61,000	\$120,000	\$20,935	\$140,935	\$4,000	\$1,304	\$5,304	\$146,239	\$3,656
SUBTOTAL	35,035,750	\$6,960,000	\$12,024,000	\$18,984,000	\$232,000	\$749,000	\$981,000	\$19,965,000	\$499,125
State Portion (20%)	n/a	\$4,746,000	\$0	\$4,746,000	\$120,000	\$0	\$120,000	\$4,866,000	\$121,650
TOTAL		\$11,706,000	\$12,024,000	\$23,730,000	\$352,000	\$749,000	\$1,101,000	\$24,831,000	\$620,775

¹A maximum of 2.5% of the total allocation can be used toward administrative costs.

Appendix B - Authorized Equipment Purchases and Sample Price List

Overview

The FY02 State Domestic Preparedness Program authorized equipment purchase list was derived from the Standardized Equipment List (SEL). The SEL was developed by the Interagency Board (IAB) for Equipment Standardization and Interoperability. The IAB compiled the SEL to delineate the types of equipment necessary for terrorist incident response. Because the SEL also contains lists of general use and support equipment, a more narrow list was derived from the SEL to identify the specific types of specialized equipment authorized for purchase under the FY02 State Domestic Preparedness Program. A cross-section of officials representing the U.S. Department of Justice (ODP and FBI), the Public Health Service (PHS), the Federal Emergency Management Agency (FEMA), the U.S. Department of Energy (DOE), and State and local WMD response experts assisted in the development of this authorized equipment purchase list and in identifying unallowable items.

Authorized equipment purchases may be made in the following categories:

1. Personal Protective Equipment (PPE)
2. Explosive Device Mitigation and Remediation Equipment
3. WMD Technical Rescue Equipment
4. Interoperable Communications Equipment
5. Detection Equipment
6. Decontamination Equipment
7. Physical Security Enhancement Equipment
8. General Support Equipment
9. Medical Supplies and Limited Types of Pharmaceuticals

Continued on next page

Appendix B - Authorized Equipment Purchases and Sample Price List, Continued

Personal Protective Equipment - General

Equipment worn to protect the individual from hazardous materials and contamination. Levels of protection vary and are divided into three categories based on the degree of protection afforded. The following sections identify equipment intended for use in a chemical/biological threat environment.

Note: During WMD response operations, the incident commander determines the appropriate level of personal protective equipment. As a guide, Levels A, B, and C are applicable for chemical/ biological/radiological contaminated environments. Personnel entering protective postures must undergo medical monitoring prior to and after entry.

In addition, the National Fire Protection Association (NFPA) recommends that: 1) open-circuit chemical, biological, radiological and nuclear (CBRN) SCBA be certified by NIOSH as positive pressure (pressure demand) and also as compliant with NFPA 1981, Standard for Open-Circuit Self-Contained Breathing Apparatus for Fire and Emergency Services; 2) regular open-circuit SCBA be certified by NIOSH as positive pressure (pressure demand) and also as compliant with NFPA 1981, Standard for Open-Circuit Self-Contained Breathing Apparatus for Fire and Emergency Services; and, 3) closed-circuit SCBA should be certified by NIOSH as positive pressure (pressure demand) and have a rated service life of longer than 2 hours.

Further, NFPA recommends that grant recipients should purchase: 1) protective ensembles for chemical and biological terrorism incidents that are certified as compliant with Class 1, Class 2, or Class 3 requirements of NFPA 1994, Protective Ensembles for Chemical/Biological Terrorism Incidents; 2) protective ensembles for hazardous materials emergencies that are certified as compliant with NFPA 1991, Standard on Vapor Protective Ensembles for Hazardous Materials Emergencies, including the chemical and biological terrorism protection; 3) protective ensembles for search and rescue or search and recovery operations where there is no exposure to chemical or biological warfare or terrorism agents and where exposure to flame and heat is unlikely or nonexistent that are certified as compliant with NFPA 1951, Standard on Protective Ensemble for USAR Operations; and, 4) protective clothing from blood and body fluid pathogens for persons providing treatment to victims after decontamination that are certified as compliant with NFPA 1999, Standard on Protective Clothing for Emergency Medical Operations.

For more detailed guidance, please refer to the Inter Agency Board for Equipment Standardization and Interoperability 2000 Annual Report.

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Appendix B - Authorized Equipment Purchases and Sample Price List, Continued

Personal Protective Equipment - Level A

Fully encapsulated, liquid and vapor protective ensemble selected when the highest level of skin, respiratory and eye protection is required. A detailed Approved Equipment List follows.

Personal Protective Equipment - Level B

Liquid splash resistant ensemble used with highest level of respiratory protection. A detailed Approved Equipment List follows.

Personal Protective Equipment - Level C

Liquid splash resistant ensemble, with same level of skin protection of Level B, used when the concentration(s) and type(s) of airborne substances(s) are known and the criteria for using air-purifying respirators are met. A detailed Approved Equipment List follows.

Personal Protective Equipment - Level D

Selected when no respiratory protection and minimal skin protection is required, and the atmosphere contains no known hazard and work functions preclude splashes, immersion, or the potential for unexpected inhalation of, or contact with, hazardous levels of any chemicals. A detailed Approved Equipment List follows.

Explosive Device Mitigation and Remediation

Equipment providing for the mitigation and remediation of explosive devices in a WMD environment. A detailed Approved Equipment List follows.

WMD Technical Rescue Equipment

Equipment providing a technical search and rescue capability for a WMD environment. A detailed Approved Equipment List follows.

Interoperable Communications Equipment

Equipment and systems providing connectivity and electrical interoperability between local and interagency organizations to coordinate WMD response operations. A detailed Approved Equipment List follows.

Continued on next page

Appendix B - Authorized Equipment Purchases and Sample Price List, Continued

**Detection
Equipment -
General**

Equipment to sample, detect, identify, quantify, and monitor for chemical, biological, radiological and explosive agents throughout designated areas or at specific points. A detailed Approved Equipment List follows.

**Decontamination
Equipment -
General**

Equipment and material used to clean, remediate, remove or mitigate chemical and biological contamination. A detailed Approved Equipment List follows.

**Physical
Security
Enhancement
Equipment -
General**

Equipment to enhance the physical security of critical infrastructure. A detailed Approved Equipment List follows.

**General
Support
Equipment**

Equipment intended to support WMD incident response. A detailed Approved Equipment List follows.

**Medical Supplies
and
Pharmaceuticals
- General**

Medical supplies and pharmaceuticals required for response to a WMD incident. Grantees are responsible for replenishing items after shelf-life expiration date(s). A detailed Approved Equipment List follows.

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Appendix B - Authorized Equipment Purchases and Sample Price List, Continued

Personal Protective Equipment (PPE) - Level A

1	Fully Encapsulated Liquid and Vapor Ensemble, reusable or disposal (tested and certified against CB threats)	\$800 - \$2,000/each
3	Fully Encapsulated Training Suits	\$125 - \$198/each
4	Testing Equipment for fully encapsulated suits.	\$1,340 - 1,500/each
5	Closed-Circuit Rebreather (minimum 2-hour supply preferred)	\$5,000 - \$7,000/each
6	Open-circuit SCBA or (when appropriate)	\$2,000 - \$5,000/each
210	Air-Line System with 15-minute escape SCBA	\$1,500 - \$4,500/each
7	Spare Cylinders/Bottles for rebreathers	\$500 - \$1,000/each
8	SCBA and Service Repair Kits	\$15 - \$20/each
9	Chemical Resistant Gloves, including thermal as appropriate to hazard	\$32 - \$35/pair

Equipment needed for maintaining body core temperature within acceptable limits

10	Vest	\$808 - \$831/each
11	Full Suit	\$1,410 - \$1,451/each
94	Hardhat	\$10 - \$25/each
95	Chemical/Biological Protective Undergarment (fire resistant optional)	\$75 - \$200/each
96	Inner gloves	\$10 - \$50/each
97	Approved Chemical Resistant Tape	\$10 - \$15/roll
12	Chemical Resistant Boots, Steel or Fiberglass Toe and Shank	\$65 - \$71/pair
98	Chemical Resistant Outer Booties	\$5 - \$20/pair
15	HAZMAT gear bag/box	\$59 - \$87/each

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Appendix B - Authorized Equipment Purchases and Sample Price List, Continued

Personal Protective Equipment (PPE) - Level B

17	Liquid Splash Resistant Chemical Clothing, encapsulated or non-encapsulated	\$250 - \$1,000/each
99	Liquid Splash Resistant Hood	\$50 - \$200/each
19	Closed-Circuit Rebreather (minimum 2-hour supply preferred)	\$3,000 - \$7,000/each
100	Open-circuit SCBA or (when appropriate)	\$2,000 - \$5,000/each
101	Air-Line System with 15-minute escape SCBA	\$1,500 - \$4,500/each
20	Spare Cylinders/Bottles for rebreathers or SCBA (NIOSH-approved) and service/repair kits	\$500 - \$1,000/each
18	Chemical Resistant Gloves, including thermal, as appropriate to hazard	\$32 - \$35/pair

Equipment needed for maintaining body core temperature within acceptable limits

24	Vest	\$808 - \$831/each
25	Full Suit	\$1,410 - \$1,451/each
102	Hardhat	\$10 - \$25/each
103	Chemical/Biological Protective Undergarment (fire resistant optional)	\$75-\$200/each
104	Inner gloves	\$10 - \$50/pair
105	Approved Chemical Resistant Tape	\$10 - \$15/roll
26	Chemical Resistant Boots, Steel or Fiberglass Toe and Shank	\$65 - \$71/pair
106	Chemical Resistant Outer Booties	\$5 - \$20/pair
27	HAZMAT gear bag/box	\$59 - \$87/each

Continued on next page

Appendix B - Authorized Equipment Purchases and Sample Price List, Continued

Personal Protective Equipment (PPE) - Level C

29	Liquid Chemical Splash Resistant Clothing (permeable or non-permeable)	\$50 - \$200/each
107	Liquid Chemical Splash Resistant Hood (permeable or non-permeable)	\$25 - \$75/each
31	Respirator with the appropriate cartridge(s) or canister(s) and P100 filter(s) for protection against toxic industrial chemicals	\$400 - \$600/each
108	(PAPR) with chemically resistant hood with appropriate cartridge(s) or canister(s) and high-efficiency filter(s) for	\$400 - \$600/each
109	Batteries -- rechargeable (e.g. NiCAD) or non-rechargeable with extended shelf life (e.g. Lithium)	\$200 - \$300/each
30	Chemical Resistant Gloves, including thermal as appropriate to hazard	\$32 - \$35/pair

Equipment needed for maintaining body core temperature within acceptable limits

33	Vest	\$808 - \$831/each
34	Full Suit	\$1,410 - \$1,451/each
110	Hardhat	\$10 - \$25/each
111	Chemical/Biological Protective Undergarment (fire resistant optional)	\$75 - \$200/each
112	Inner gloves	\$10 - \$50/pair
113	Approved Chemical Resistant Tape	\$10 - \$15/roll
35	Chemical Resistant Boots, Steel or Fiberglass Toe and Shank	\$65 - \$71/pair
114	Chemical Resistant Outer Booties	\$5 - \$20/pair
36	HAZMAT gear bag/box	\$59 - \$87/each

Personal Protective Equipment (PPE) - Level D

37	Escape mask for self-rescue	\$14 - \$200/each
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Appendix B - Authorized Equipment Purchases and Sample Price List, Continued

Explosive Device Mitigation and Remediation

115	Bomb Search Protective Ensemble for Chemical/Biological Response	\$12,000-\$18,000/each
116	Chemical/Biological Undergarment For Bomb Search Protective Ensemble	\$100 - \$200/each
117	Cooling Garments to manage heat stress	\$300 - \$500/each
118	Ballistic Threat Body Armor (not for riot suppression)	\$8,000 - \$12,000/each
119	Ballistic Threat Helmet (not for riot suppression)	N/A
120	Blast and Ballistic Threat Eye Protection (not for riot suppression)	N/A
121	Blast and Overpressure Threat Ear Protection (not for riot suppression)	N/A
122	Fire Resistant Gloves	\$40 - \$60/pair
123	De-armor/Disrupter	\$3,000 - \$4,000/pair
124	Real Time X-Ray Unit	\$20,000 - \$30,000/each
125	Portable X-Ray Unit	\$6,000 - \$12,000/each
126	WMD Compatible Total Containment Vessel (TCV)	\$250,000 - \$500,000/each
127	WMD Upgrades for existing TCV	\$90,000 - \$110,000/each
128	Robot	\$100,000 - \$150,000/each
129	Robot Upgrades	\$20,000 - \$30,000/each
130	Fiber Optic Kit (inspection or viewing)	\$20,000 - \$30,000/kit
131	Tents, standard or air inflatable for chem/bio protection	\$6,000 - \$8,000/each

WMD Technical Rescue Equipment

132	Listening Devices	\$20,000 - \$50,000/each
133	Search cameras (including thermal imaging)	\$10,000 - \$20,000/each
134	Breaking devices (including spreaders, saws and hammers)	\$10,000 - \$20,000/each
135	Lifting devices (including air bag systems and hydraulic rams and jacks)	\$12,000 - \$15,000/each

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Appendix B - Authorized Equipment Purchases and Sample Price List, Continued

Interoperable Communications Equipment

87	Land Mobile, Two-Way In-Suit Communications (secure, hands-free, fully duplex, optional)	\$3,000 - \$5,000/each
136	Personnel Alert Safety System (PASS) – (location and physiological monitoring systems optional)	\$300 - \$1,000/each
89	Personnel Accountability Systems	\$190 - \$300/each
86	radio interconnect systems, satellite phones, batteries, chargers and battery conditioning systems	\$25,000 - \$30,000/each
88	assist with detection and communication efforts (must be linked with integrated software packages designed specifically	\$10,000-\$20,000/each
137	Portable Meteorological Station (monitors temperature, wind speed, wind direction and barometric pressure at a minimum)	\$5,000 - \$25,000/each
138	Commercially available crisis management software	\$500 - \$2,000/each

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Appendix B - Authorized Equipment Purchases and Sample Price List, Continued

Detection Equipment - Chemical

38	M-8 Detection Paper for Chemical agent identification	\$225 - \$350/box
39	M-9 Detection Paper (roll) for chemical agent (military grade) detection	\$51 - \$60/roll
40	M256 Detection Kit for Chemical Agent (weapons grade-blister: CX/HD/L blood: AC/CK; and nerve GB/VX detection	\$182 - \$400/kit
41	M-256 Training Kit	\$286 - \$410/kit
139	M-18 Series Chemical Agent Detector Kit for surface/vapor chemical agent analysis	\$900 - \$1,000/kit
42	Hazard Categorizing (HAZCAT) Kits	\$250 - \$2,500/kit
50	Photo-Ionization Detector (PID)	\$4,000 - \$7,000/each
51	Flame Ionization Detector (FID)	\$6,850 - \$20,000/each
140	Surface Acoustic Wave Detector	\$6,000 - \$20,000/each
52	Gas Chromatograph/Mass Spectrometer (GC/MS) O2/Nitrogen	\$16,975 - \$20,000/each
53	Gas Chromatograph/Mass Spectrometer (GC/MS) Nitrogen Only	\$19,975 - \$20,000/each
141	Ion Mobility Spectrometry	\$6,000 - \$20,000/each
44	Stand-off Chemical Detector	\$9,000 - \$18,000/each
142	M-272 Chemical Agent Water Test Kit	\$200 - \$300/each
47	Colorimetric Tube/Chip Kit specific for TICs and WMD applications	\$1,100 – \$3,200/each
48	Multi-gas Meter with minimum of O2 and LEL	\$1,875 - \$4,000/each
143	Leak Detectors (soap solution, ammonium hydroxide, etc)	\$2 - \$10/each
144	pH Paper/pH Meter	\$10 - \$20/each
145	Waste Water Classifier	\$200 - \$2,000/each
146	Oxidizing Paper	\$10 - \$20/pack

Detection Equipment - Radiological

55	Radiation detection equipment (electronic or other technology that detects alpha, beta or gamma and high intensity gamma)	\$1,000 - \$10,000/each
56	Personal Dosimeter	\$100 - \$160/each
147	Scintillation Fluid (radiological) pre-packaged 4L	\$30 - \$50/each

Continued on next page

Appendix B - Authorized Equipment Purchases and Sample Price List, Continued

Detection Equipment - Biological

60	Point Detection Systems/Kits (Immunoassay or other technology other technology.)	\$75 – \$4,125/kit
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Decontamination Equipment - Chemical

148	Decontamination equipment (chemical) with environmental controls, water heating system, showers, lighting, and transportation (trailer), decon litters/roller	\$20,000-\$300,000/each
71	Extraction Litters, rollable	\$300 - \$500 /each
65	Runoff Containment Bladder(s)	\$500 - \$800/each
66	Decontamination shower waste collection with intrinsically-safe evacuation pumps	\$884 - \$1124/each
149	Spill Containment Devices	\$50 - \$700/each
73	Overpak Drums	\$100 - \$500/each
72	Non-transparent Cadaver Bags (CDC standard)	\$75 - \$100/each

Decontamination Equipment - Biological

74	HEPA (High Efficiency Particulate Air) Vacuum for dry decontamination	\$3,000 - \$3,200/each
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Appendix B - Authorized Equipment Purchases and Sample Price List, Continued

Physical Security Enhancement Equipment - Surveillance, Warning, Access/Intrusion Control - Ground

150	Motion Detector Systems: Acoustic; Infrared; Seismic; Magnetometers	\$25,000 - \$500,000/each
151	Barriers; Fences; Jersey Walls	\$100 - \$500/each
152	Impact Resistant Doors and Gates	\$300 - \$5,000/each
153	Portal Systems	\$400,000-\$900,000/ea.
154	Alarm Systems	\$1,000 - \$500,000/each
155	Video Assessment/Cameras: Standard Low Light, IR, Automated Detection	\$1,000 - \$500,000/each
156	Personnel Identification Visual; Electronic; Acoustic; Laser; Scanners; Ciphers/Codes	\$1,000 - \$500,000/each
157	X-Ray Units	\$7,000 - \$75,000/each
158	Magnetometers Vehicle Identification: Visual; Electronic; Acoustic; Laser; Radar	\$25,000 - \$500,000/each

Physical Security Enhancement Equipment - Surveillance, Warning, Access/Intrusion Control – Waterfront

159	Radar Systems	\$13,000 - \$75,000/each
160	Video Assessment System/Cameras; Standard Low Light, IR, Automated Detection	\$1,000 - \$500,000/each
161	Diver/Swimmer Detection Systems; Sonar	\$500,000 - \$1,000,000/each
162	Impact Resistant Doors and Gates	\$300 - \$5,000/each
163	Portal Systems	\$400,000 - \$900,000/each
164	Hull Scanning Equipment	\$80,000 - \$300,000/each

Physical Security Enhancement Equipment - Sensors - Agent/Explosives Detection

165	Chemical: Active/Passive; Mobile/Fixed; Handheld	\$4,000 - \$250,000/each
166	Biological; Active/Passive; Mobile/Fixed; Handheld	\$4,000 - \$750,000/each
167	Radiological	\$1,000 - \$10,000/each
168	Nuclear	\$5,000 - \$20,000/each
169	Ground/Wall Penetrating Radar	\$20,000-\$100,000/each

Continued on next page

Appendix B - Authorized Equipment Purchases and Sample Price List, Continued

Physical Security Enhancement Equipment - Inspection/Detection Systems

170	Vehicle & Cargo Inspection System-Gamma Ray	\$9,000 - \$15,000/each
171	Mobile Search & Inspection System-X-ray	\$20,000 - \$50,000/each
172	Non-Invasive Radiological/Chem/Bio Explosives System-Pulsed Neutron Activation	\$12.5 million/each

Physical Security Enhancement Equipment - Explosion Protection

173	Blast/Shock/Impact Resistant Systems	\$1,000 - \$250,000/each
174	Protective Clothing	\$8,000 - \$12,000/each
175	Column and Surface Wraps; Breakage Shatter Resistant Glass; Window Wraps; Robotic Disarm/Disable Systems	\$1,000 - \$200,000/each

General Support Equipment

176	Equipment Trailer	\$3,000 - \$20,000/each
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Medical Supplies and Pharmaceuticals - Medical Supplies

177	Automatic Biphasic External Defibrillators	\$3,000 - \$7,000/each
178	Patient airway at the advanced life support level (to include OP and NG airways; ET tubes, styletes, blades and handles	\$20 - \$250/each
82	OP	\$2.50 - \$4/each
81	NG	\$5 - \$10/each
179	IV Administration Sets (Macro and Micro)	\$5 - \$20/each
180	IV Catheters (14, 16, 18, 20, and 22 gauge)	\$1 - \$5/each
181	IV Catheters (Butterfly 22, 24, and 26 gauge)	\$1 - \$5/each
182	Manual Biphasic Defibrillators	\$3,000 - \$7,000/each
183	Eye Lens for Lavage or Continuous Medication	\$20 - \$50/each
184	Nasogastric Tubes	\$20 - \$50/each
185	Valve masks: rebreather and non-rebreather masks and nasal cannulas; oxygen cylinders, regulators, tubing and manifold	\$20 - \$3,000/each
79	Portable Ventilators	\$20 - \$1,000/each
186	Syringes (3cc and 10cc)	\$1 - \$5/each
187	26 ga 1/3" needles (for syringes)	\$1 - \$2/each
188	21 ga 1/3" needles (for syringes)	\$1 - \$2/each

Continued on next page

Appendix B - Authorized Equipment Purchases and Sample Price List, Continued

Medical Supplies and Pharmaceuticals - Pharmaceuticals

75	2Pam Chloride	\$15 - \$20/each
189	Adenosine 5 gm	\$13 - \$17/each
190	Adenosine 25 gm	\$42 - \$48/each
191	Adenosine 100 gm	\$118 - \$140/each
192	Albuterol Sulfate .083% - INJ 3 ml 25s UD	\$30 - \$40/each
193	Albuterol MDI 3 ml	\$20 - \$40/each
194	Atropine Sulfate - Vial 0.4 mg/ml 1ml 25s	\$10 - \$30/each
195	Atropine Sulfate - 0.4 mg/ml 1ml 100s	\$40 - \$100/each
77	Atropine Auto Injectors	\$14 - \$20/each
196	Benadryl - Vial 50mg.ml 1ml 10s	\$15 - \$20/each
78	CANA Auto Injectors	\$20 - \$426/each
197	Calcium Chloride - Vial 100 mg/ml 10 ml 10s	\$140 - \$170/each
198	Calcium Gluconate - Vial 100 mg/ml 10 ml 10s	\$25 - \$40/each
199	Ciprofloxin TAB 250 mg 100s	\$350 - \$400/each
200	Ciprofloxim TAB 500 mg 100s	\$415 - \$510/each
201	Ciprofloxim TAB 750 mg 100s	\$430 - \$520/each
202	Cyanide Antidote Kits	\$275 - \$325/each
203	Dextrose – INJ 5% 100ml 25s	\$125 - \$130/each
204	Dextrose -- 10% 500ml	\$12-\$20/each
205	Dopamine Hydrochloride – Vial 40mg/ml 5 ml 25s	\$50 - \$80/each
206	Doxicillin	\$1 - \$2/each
207	Doxycycline – TAB 100 mg 500s	\$60-\$80/each
208	Epinephrine 1:1,000 1 mg/ml 30 cc syringe	\$8 - \$10/each
209	Epinephrine 1:10,000 2 lg syringe	\$2 - \$4/each
211	Glucagon – PDI, IJ 1mg	\$48-\$70/each
212	Iodine – 5% sol 500 ml	\$12-\$17/each
213	Lasix – TAB 20 mg 100s	\$19-\$21/each
214	Lasix – TAB 40 mg 100s	\$26-\$29/each
215	Lasix – TAB 80 mg 50s	\$21-\$25/each
216	Lidocaine – Vial 0.5% 50 ml 25s	\$99-110/each
217	Lidocaine – Vial 1% 50 ml 25s	\$84-\$90/each
218	Loperamide-CAP 2 mg 100s	\$11 - \$15/each

Continued on next page

Appendix B - Authorized Equipment Purchases and Sample Price List, Continued

Medical Supplies and Pharmaceuticals - Pharmaceuticals (continued)

219	Magnesium Sulfate – INJ 500mg/ml 2ml 100s	\$67-\$80/each
220	Methylprednisolone 4mg BH/ 2 lg	\$8 - \$11/each
221	Narcan – INJ 0.4 mg/ml 1ml 10s	\$32-\$40/each
222	Nubain – INJ 10 mg/ml 10ml	\$24-\$30/each
223	Nitroglycerin – CER 2.5 mg 100s	\$11-\$15/each
224	Normal Saline – INJ 0.9% 10ml	\$2-\$5/each
225	Silver Sulfadiazine – CRE 1% 400gm	\$25-\$30/each
226	Sodium Bicarbonate – INJ 7.5% 50ml 10s	\$225-\$400/each
227	Sterile Water – 1000 ml USP	\$2 -\$4/each
228	Tetracaine – POW 100gm	\$121-\$195/each
229	Thiamine – INJ100mg/ml 1 ml 10 s	\$25-\$30/each
230	Valium – Vial 5mg/ml 10ml	\$22-\$30/each
231	Verapamil – Vial 2.5mg/ml 4ml 10s	\$63-\$66/each

Appendix C - Authorized Exercise List and Additional Exercise Program Information

Overview	<p>Funds from the exercise allocation may be used to enhance the capabilities of state and local first responders by covering the costs of WMD exercises. Allowable costs fall into five distinct categories:</p> <ol style="list-style-type: none">1. Hiring of full or part-time staff or contractors/consultants to support exercise activities2. Overtime for first response/exercise management personnel involved in the planning and conducting of exercises3. Travel associated with planning and conducting exercises4. Supplies consumed as a result of planning and conducting exercises5. Other costs related to the planning and conducting of exercises
Full or Part-Time Staff or Contractors, Consultants	<p>Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or unit(s) of local government and have the approval of the state or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured for the design, development, conduct and evaluation of WMD exercises.</p>
Overtime	<p>Payment of overtime expenses will be for work performed by employees in excess of the established work week (usually 40 hours). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award, for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation.</p>
Travel	<p>Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status on official business related to the planning and conduct of the exercise project(s). These costs must be in accordance with either the Federal or an organizationally-approved travel policy.</p>

Continued on next page

Appendix C - Authorized Exercise List and Additional Exercise Program Information, Continued

Supplies	Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).
Other Items	These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.
Guidance on Accepted Practices of Exercise Design, Development, Conduct and Evaluation	Exercises conducted under the auspices of the ODP program should test and evaluate plans, policies, procedures, protocols, systems, equipment and facilities developed to mitigate against, prepare for, respond to and recover from the effects of WMD terrorism. Exercising against new or emerging threats may require some adaptation of generally accepted exercise practices. To that end, the OA's exercise program should customize exercise efforts to meet objectives and recognize factors unique to their particular conditions.
Reporting and Maintaining a Multi-Year Exercise Schedule	Consistent with the previous Needs Assessment, a multi-year exercise schedule should be developed, maintained and periodically updated. This exercise schedule should provide basic information about the OA's WMD multi-year cycle of exercise activity. The first year of the multi-year schedule should reflect dates, times, responsible agency information and the location of each exercise planning meeting and exercise. This exercise information should also be posted on the "California Readiness Program: Master Exercise Schedule". The OA's three-year exercise schedule for remaining years should reflect a minimum of the month and type of the planned exercise by jurisdiction.

Continued on next page

Appendix C - Authorized Exercise List and Additional Exercise Program Information, Continued

Cycle of Exercise Activities

The exercise program should include a range of exercise activities having varying degrees of complexity and interaction, based on the intent of exercise activity, participating groups, functions, duration and physical locations. The cycle and mix of activities should be based on the objectives of the OA's strategy and relative risks. Jurisdictions, departments or agencies should be exercised no less than annually, utilizing a graduated series of exercises types of increasing complexity (e.g., tabletop exercises, then full-scale exercises). Experience has shown that activity at this frequency, utilizing the appropriate mix of exercise activities, maintains skills and knowledge. Each successive level of exercise activity should build toward developing and expanding capabilities, and toward the demonstration and assessment of performance in achieving established objectives. The cycle of exercise activity should reflect the integration and support of training, equipment and technical assistance programs.

Exercise Documentation

Exercise documentation provides planners with the information and background necessary to design, develop, conduct and evaluate exercises. Documentation requirements vary based on the exercise type. An exercise documentation package that meets basic requirements for successful exercise design, development, conduct and evaluation should be developed, and include the appropriate cumulative control, evaluation and supporting documentation for each exercise. An exercise after action report must be produced for all exercises funded through this program, and the final version provided to OES.

Appendix D - Forms

Forms

This section contains the following forms:

- Application for Assistance
- Program Narrative - Equipment
- Budget Detail Worksheet - Equipment*
- Program Narrative - Exercises
- Budget Detail Worksheet - Exercises*
- Governing Body Resolution*
- Reimbursement Request*

*Electronic versions of these forms are available on OES' web site.

**Department of Justice, Office for Domestic Preparedness,
State Domestic Preparedness Program - Application for Assistance**

Catalog of Federal Domestic Assistance # 16.007

Award # 2002-TE-CX-0133

Project Budget Period: _____ Date of OES Notification of Approval to March 31, 2004 _____

Maximum Amount Authorized (*from Appendix A*) \$ _____

Equipment Amount Requested \$ _____

Exercise Amount Requested \$ _____

Administrative Costs Requested \$ _____

Total Amount Requested \$ _____

Applicant: _____
County

Contact Information:

Authorized Agent Mailing Address

Name/Title

City, State, Zip Code

Area Code/Office Telephone Number

E-Mail Address

Application Checklist – The following items must be included with this grant application package:

_____ Program Narrative and Budget Detail Worksheet - Equipment
_____ Program Narrative and Budget Detail Worksheet - Exercises

_____ Governing Body Resolution (if needed)

Certification and Signature or Authorized Agent

I hereby certify that the attached application represents the Operational Area consensus on terrorism equipment needs to improve the Operational Area's capability to respond to terrorism incidents

Signature of Authorized Agent

Printed Name

Title

Date

Region Administrator	HQ Disbursement Authorization	Accounting
Application reviewed/approved by: _____ Date: _____	Payment authorized by: _____ Date: _____ Amount approved for payment: \$ _____ PCA/Index: _____	

Program Narrative - Equipment

Please submit your narrative in the format below. Supporting information from cities, special districts and county agencies should be attached, if appropriate.

PROBLEM STATEMENT

Provide narrative of how the equipment purchases fit with your overall Operational Area needs, as reflected in the previous ODP Needs Assessment. (If your needs have changed since the previous assessment, please explain the changes.) The narrative should also include:

- ☐ which threat is the most likely (based upon needs assessment)
- ☐ what equipment is needed to address the threat
- ☐ a description of how the cities, special districts, and county agencies were involved in the OA's decision-making process.

PRIORITIES

Provide narrative describing the equipment purchase priorities and how were they determined. The narrative should also include:

- ☐ an explanation of how the equipment prioritization was developed (i.e., describe how the terrorism working group decided the priorities)
- ☐ the selection criteria for the disciplines, cities, and special districts included in the plan

OVERVIEW OF JURISDICTIONS' CAPABILITY

Provide narrative describing:

- ☐ current capabilities
- ☐ how equipment purchases will increase the OA's capabilities to respond to WMD events.
- ☐ how the equipment purchases support Mutual Aid

EQUIPMENT PROCUREMENT AND DISTRIBUTION PLAN

Provide narrative describing the OA's procurement and distribution plan, and what selection criteria was used. The selection criteria should support the following details identified on the OA's budget detail worksheet:

- ☐ funding amounts subgranted to specific jurisdictions
- ☐ equipment being purchased and retained by the OA
- ☐ equipment being purchased by the OA and distributed to specific jurisdictions

MEASURABLE PROGRAM OBJECTIVES

Provide a narrative that contains measurable program outcomes/goals, objectives and evaluation methods for the equipment allocation. An example of a measurable program objective is:

Goal: Address first responder equipment shortfalls identified in the Needs Assessment.

Objective: Purchase all required equipment by the end of the grant award period.

Distribute required equipment to all OA jurisdictions by the end of the grant award period.

Evaluation Measure: Was the required equipment ordered by the end of the grant award period? Was the required equipment distributed by the end of the grant award period?

Budget Detail Worksheet - Equipment

County _____

[illegible]

*Unit Cost x Qty

Program Narrative - Exercises

Please submit your narrative in the format below. Supporting information from cities, special districts and county agencies should be attached, if appropriate.

PROBLEM STATEMENT

Provide narrative of how the exercise allocation fits with your overall Operational Area needs, as reflected in the previous ODP Needs Assessment. (If your needs have changed since the previous assessment, please explain the changes.) The narrative should also include:

- ☐ which threat is the most likely (based upon needs assessment)
- ☐ what type of exercises are needed to address the threat
- ☐ how many of each type of exercise are needed
- ☐ how many jurisdictions are expected to participate in each exercise, and from which disciplines
- ☐ a description of how the cities, special districts, and county agencies were involved in the OA's decision-making process with respect to the exercise program.

PRIORITIES

Provide narrative describing the exercise priorities and how were they determined. The narrative should also include:

- ☐ an explanation of how the exercise prioritization was developed (i.e., describe how the terrorism working group decided the priorities)
- ☐ the selection criteria for the disciplines, cities, and special districts that will participate in the exercises

OVERVIEW OF JURISDICTIONS' CAPABILITY

Provide narrative describing:

- ☐ current capabilities and a brief description of recent exercises
- ☐ how the proposed exercises will increase the OA's capabilities to respond to WMD events
- ☐ how the proposed exercises support the Mutual Aid System

MEASURABLE PROGRAM OBJECTIVES

Provide a narrative that contains measurable program outcomes/goals, objectives and evaluation methods for the exercise allocation. An example of a measurable program objective is:

Goal: Design, develop, conduct and evaluate a cycle and range of exercise activity of increasing complexity as identified in the Needs Assessment.

Objective: Design, develop, conduct and evaluate the scheduled cycle and range of exercise activity by the end of the grant award period.

Evaluation Measure: Were the range of events documented in the exercise cycle designed, developed, conducted and evaluated by the end of the grant award period?

Budget Detail Worksheet - Exercises

County _____

Exercise Type	Participating Jurisdiction	Regular Time Personnel Costs for full- & part-time employees	Overtime Personnel Costs for full- & part-time employees	Cost of Contractors and/or Consultants	Employee Travel Costs	Supplies Costs	Other Exercise-Related Costs	Total Cost	Total Cost to be Charged to Grant	OPTIONAL Total Cost to be Paid by Local
Totals - This Page										
Grand Totals (complete on final page of Worksheet)										

Governing Body Resolution

BE IT RESOLVED BY THE _____ OF THE
(Governing Body)

_____ THAT
(Name of Applicant)

_____, OR
(Name or Title of Authorized Agent)

_____, OR
(Name or Title of Authorized Agent)

_____.
(Name or Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance under the State Domestic Preparedness Program.

Passed and approved this _____ day of _____, 20____

CERTIFICATION

I, _____, duly appointed and
(Name)
_____ of the _____
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved

by the _____ of the _____ on the
(Governing body) (Name of Applicant)

_____ day of _____, 20____.

Date: _____

(Official Position)

(Signature)

Instruction Sheet for the Governing Body Resolution

Purpose

The purpose of the Governing Body Resolution is to appoint individuals to act on the governing body's behalf

Authorized Agent(s)

The Governing Body Resolution allows for the appointment of individuals or positions. For each person or position appointed by the governing body, submit the following information, with the resolution, to OES on the applicant's letterhead:

- | | |
|--|---|
| <input type="checkbox"/> Jurisdiction | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Grant Program | <input type="checkbox"/> Fax # |
| <input type="checkbox"/> Name | <input type="checkbox"/> Cell Phone # |
| <input type="checkbox"/> Title | <input type="checkbox"/> E-Mail Address |
| <input type="checkbox"/> Address | |
| <input type="checkbox"/> City | |
| <input type="checkbox"/> Zip Code | |
-

Authorized Agent Changes

If the Governing Body Resolution identified authorized agents by...	Is a new Resolution Needed?	Applicant Action Needed
Position Title	No	<input type="checkbox"/> Submit authorized agent details as listed above
Name	Yes	<input type="checkbox"/> Submit new Resolution to OES <input type="checkbox"/> Submit authorized agent details as listed above

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
FY 02 ODP State Domestic Preparedness Program**

Reimbursement Request for Administrative & Exercise Expenditures

Mail Reimbursement Request to:

Governor's Office of Emergency Services
Grant Payments Unit
Post Office Box 419023
Rancho Cordova, CA 95741-9023

Applicant: _____
County

OES ID #: _____

Please mark this box to indicate a change in
the Authorized Agent Mailing Address
below ☐

Total Administrative and Exercise(s) Expenditures to date \$ _____

Administrative and Exercise(s) Expenditures incurred since the last Reimbursement Request:
(for the period _____ through _____)

Administrative Expenditures \$ _____

Exercise(s) Expenditures \$ _____

Administrative and Exercises Reimbursement Request \$ _____

Under penalty of perjury, I certify that:

- I am the duly authorized officer of the claimant herein
- This claim is in all respects true, correct, and all expenditures were made in accordance with applicable laws, rules, regulations and grant conditions and assurances

Authorized Agent (Per Governing Body Resolution)

Printed Name

Phone No.

Title

E-Mail Address

Mailing Address

Fax No.

City, State, Zip Code

Signature

Date

REIMBURSEMENT REQUEST- INSTRUCTIONS

Applicant	The applicant is the County, as identified in the original grant application. Please do not identify any sub-departments or offices as the applicant.
OES ID #	This is the County's identification number as identified on the notification of application approval.
Address Changes	The Authorized Agent may indicate a change in address by checking the box shown, and noting the new address in the area marked "mailing address".
Total Expenditures to Date	The County should identify total administrative and exercise(s) expenditures incurred to date.
Expenditures incurred since the last Request	Indicate the administrative and exercise(s) expenditures incurred since the last submitted Reimbursement Request.
Reimbursement Request	The amount being requested for reimbursement is the total of the administrative and exercise(s) expenditures incurred since the last submitted Reimbursement Request
Request Period	<p>Indicate the month and year for the beginning of the period covered to the end of the period covered during which these expenditures were incurred. <i>This is not the Project/Budget Period listed on the subgrant.</i></p> <p>This request period cannot cross state fiscal years. Therefore, separate requests must be submitted for expenditures incurred on or before June 30, and on or after July 1.</p>
Authorized Agent Information	Please complete all line items requested and ensure that the form is signed by an Authorized Agent named in the Governing Body Resolution.
Mail	Mail the original to the address identified at the top of the request form.
Supporting Documents	Supporting documents are not required to be submitted with the Reimbursement Request; however, OES reserves the right to request documentation at any time. Counties are reminded to maintain documents that support the expenditure and reimbursement amounts shown on the request.

Appendix E - Office of Civil Rights July 29, 2002 letter



U.S. Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

July 29, 2002

Mr. Dallas Jones
California Office of Emergency Services
P. O. Box 419047
Rancho Cordova, CA 95741-9047

Dear Mr. Jones:

Congratulations on your recent award. Because you have submitted Certified Assurances that your agency is in compliance with applicable civil rights laws, this office has determined that you have met this requirement in the Department of Justice regulations governing recipients of Federal financial assistance (see 28 C.F.R. section 42.204, Applicants' Obligations). As Director of the Office for Civil Rights (OCR), Office of Justice Programs, I would like to offer you my assistance in completing the conditions of these Assurances, specifically Nos. 13, 14, and 15, as the grant goes forward.

As you know, equal opportunity for the participation of women and minority individuals in employment and services provided under programs and activities receiving Federal financial assistance is required by law. Therefore, if there has been a federal or state court or administrative agency finding of discrimination against your agency, please forward a copy of such order or consent decree, as required by Assurance No. 14, to OCR at the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights, 810 Seventh Street, N.W., Room 8136, Washington, D.C. 20531.

Additional Instructions For Grantees Receiving \$500,000 Or More:

1. In accordance with Assurance No. 15, each grantee that receives \$500,000 or more (or \$1,000,000 in an 18-month period), and has 50 or more employees, must **submit** an Equal Employment Opportunity Plan (EEOP) within 60 days from the date of this letter to OCR at the above address.¹
2. Alternatively, the grantee may choose to complete an EEOP Short Form, in lieu of sending its own comprehensive EEOP, and return it to OCR within 60 days of the date of this letter. This easy-to-follow EEOP Short Form reduces paperwork and preparation time considerably and will ensure a quicker OCR review and approval. The Seven-Step Guide to the Design and Development of an EEOP will assist you in completing this requirement. The Seven-Step Guide and EEOP Short Form may be downloaded from OCR's home page on the Internet (<http://www.ojp.usdoj.gov/ocr/>).
3. Please be reminded that the above requirements apply to primary grantees and to each of their subgrantees or contractors that meet the criteria outlined in this letter. Therefore, all primary grantees should apprise subgrantees of these responsibilities and those meeting the criteria should send their EEOPs or EEOP Short Forms directly to the Office for Civil Rights within 60 days of the date of their award.

¹ If you have already submitted an EEOP as part of another award from the Office of Justice Programs (OJP) or the Office of Community Oriented Policing Services (COPS) within the past two years, or if you have certified that no EEOP is required, it is not necessary for you to submit another at this time. Simply send a copy of the letter you received from OCR showing that your EEOP or certification is acceptable along with a cover letter that references the new grant award.

rec'd 8/16/02

NOTE: If agency has under 50 employees, regardless of amount of award, no EEOP is required; however, grantee must return applicable portion of Certification Form to OCR within 60 days. This Certification Form may also be downloaded from OCR's home page on the Internet.

PURSUANT TO THE SPECIAL CONDITION REGARDING EEOPs GOVERNING THIS AWARD, RECIPIENT ACKNOWLEDGES THAT FAILURE TO SUBMIT AN ACCEPTABLE EEOP IS A VIOLATION OF ITS CERTIFIED ASSURANCES AND MAY RESULT IN SUSPENSION OF DRAWDOWN OF FUNDS UNTIL EEOP HAS BEEN APPROVED BY THE OFFICE FOR CIVIL RIGHTS.

Additional Instructions For Grantees Receiving \$25,000 Or More, But Under \$500,000:

4. Pursuant to Department of Justice regulations, each grantee that receives \$25,000 or more and has 50 or more employees is required to maintain an Equal Employment Opportunity Plan (EEOP) on file for review by OCR upon request. (However, if the grantee is awarded \$1,000,000 in an eighteen (18) month period, it must submit an acceptable EEOP to OCR.) Please complete the applicable section of the Certification Form and return it to OCR within 60 days of the date of this letter.

NOTE: If agency has under 50 employees, regardless of amount of award, no EEOP is required; however, grantee must return applicable portion of Certification Form to OCR within 60 days.

Additional Instructions For Grantees Receiving Under \$25,000:

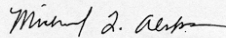
5. A recipient of under \$25,000 is not required to maintain or submit an Equal Employment Opportunity Plan (EEOP) in accordance with Assurance No. 15. No Certification is required.

Instructions for All Grantees:

6. In addition, all recipients, regardless of their type, the monetary amount awarded, or the number of employees in their workforce, are subject to the prohibitions against discrimination in any funded program or activity. Therefore, OCR investigates complaints by individuals or groups alleging discrimination by a recipient of OJP funding; and may require all recipients, through selected compliance reviews, to submit data to ensure their services are delivered in an equitable manner to all segments of the service population and their employment practices are in compliance with equal employment opportunity requirements.²

If you have any questions, please call OCR at (202) 307-0690. Additional information and technical assistance on the civil rights obligations of grantees can be found at: <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston
Acting Director, Office for Civil Rights

cc: Grant Manager
Financial Analyst

²The employment practices of certain Indian tribes are not covered by Title VII of the Civil Rights Act of 1964, 42 U.S.C. section 2000e

Appendix F - Abbreviations and Acronyms

CFR	Code of Federal Regulations
DOE	United States Department of Energy
DOJ	United States Department of Justice
EEOP	Equal Employment Opportunity Plan
FFY	Federal Fiscal Year
FY	Fiscal Year
OA	Operational Area
OCR	United States Department of Justice, Office of Civil Rights
ODP	United States Department of Justice, Office of Justice Planning, Office for Domestic Preparedness
OES	California Governor's Office of Emergency Services
OIG	United States Department of Justice, Office of Inspector General
OJP	United States Department of Justice, Office of Justice Planning
OMB	United States Office of Management and Budget
PPE	Personal Protective Equipment
WMD	Weapons of Mass Destruction